

**MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held Online on  
Wednesday 17 February 2021 at 7.30pm**

**PRESENT:** Cllr S Wiles (Chairman)  
Cllr D Savage (Vice-Chairman) Cllr M Morris  
Cllr S Bennett Cllr G Newman  
Cllr S Gallant Cllr M Richardson  
Cllr S Harkin Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Business Services Officer)

**IN ATTENDANCE:** Cllr T Green  
Cllr A Smith  
Mr Tim Clarke, Acting Chairman of the Landguard Partnership  
Mr Paul Grant, Project Officer, East Suffolk Council

**458. PUBLIC QUESTION TIME**

There were none.

**459. APOLOGIES FOR ABSENCE**

There were none.

**460. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**461. CONFIRMATION OF MINUTES**

**RESOLVED that the Minutes of the Civic & Community Committee meeting held on 16 December 2020 be signed as a true record.**

**462. LANDGUARD GOVERNANCE REVIEW**

The Chairman invited Tim Clarke, Acting Chairman of the Landguard Partnership and Paul Grant, Project Officer, East Suffolk Council to present to Committee on the recent governance review of the Landguard peninsula.

Mr Clarke expressed thanks to the Town Council for its ongoing support, both financial and practical, to the Landguard Partnership and Fort over the years.

The Clerk agreed to circulate the presentation to Councillors subsequent to the meeting, alongside a link to the video which had been produced to recruit Trustees to the new Landguard Charity Trust.

Committee heard that, as a member of the partnership, Felixstowe Town Council was a key stakeholder although its interest was not to the same extent as the landowners and other charities situated on the peninsula. It was noted that the Town Council was not being requested to provide a Trustee position but that any Felixstowe Town Councillor – or individual - could apply to be one of the five independent trustees. It was also likely that the East Suffolk Council representative could be a twin-hatted Member who was also a Felixstowe Town Councillor.

Members were pleased to note the word ‘access’ in the vision but requested that Disability Access was considered not just for members of the board but also for visitors in all new projects. If advice is required, the Suffolk Coastal Disability Forum can be contacted. It was agreed that access was critical and work was currently being done on some ramps with a recent small grant received, however, in the future accessibility could be part of a much larger bid.

Members discussed transport to Landguard, and the connection required between the Town Centre and the peninsula. The South Seafront Project will help to join up the Town to Martello Park. Considerations would be made in the future to green transport and ideas such as an electric minibus from Landguard to the Town and further along the coast towards Cobbolds Point or Felixstowe Ferry would be worth pursuing.

Committee thanked Mr Clarke and Mr Grant for the information and update presented.

**RESOLVED that the presentation on the Landguard Governance Review be noted.**

#### **463. FELIXSTOWE IN FLOWER 2021**

Committee received an update on Felixstowe in Flower and agreed that, although it was unfortunate, due to the current Government restrictions it would not be sensible to plan the events that normally take place. Members agreed that, as in 2020, the hanging baskets and tubs planted up in the town was an important positive message which should be continued.

Members offered several ideas to promote Felixstowe in Flower and the opportunity for community participation to bring colour to the town in a safe way.

The following ideas would therefore be investigated:

- Garden photos and videos to be submitted by members of the public and businesses and promoted on the Town Council’s social media.
- Colouring sheets to be available for children on the website.

- Horticultural Quiz for adults to be downloaded from the website.
- When downloading the colouring sheets or quiz, the offer of submitting details to receive a pack of flower seeds.
- Walking trail, with permission from contributors to safely view front gardens as part of their daily exercise walk.
- Community Conversations with the Mayor/Deputy Mayor online with some resident gardeners.
- Investigate art projects such as the Garden Seekers Project launched last year by Hamilton MAS.
- Post photographs of paintings created in local schools for Felixstowe in Flower on social media.
- Decorate shop windows with pictures and flowers.

Sponsorship was discussed in detail. In 2020 due to the pandemic, any sponsorship received was rolled over to 2021, but plaques were displayed for businesses who had previously sponsored baskets and tubs. It was agreed that the usual cost of hanging baskets may prohibit some businesses from taking part due to financial issues caused by the pandemic. Local businesses would be written to, confirming that their plaques would be displayed again with the hanging basket or tub, and invited to make a donation to support Felixstowe in Flower. For VAT purposes, any donations which were linked to plaques displayed, would be classed as sponsorship.

**It was RESOLVED that:**

- i. the usual events such as the Felixstowe in Flower launch and Award Ceremony will not go ahead in 2021;**
- ii. a social media campaign should take place incorporating some of the ideas above to encourage community participation; and,**
- iii. sponsors will not be set a charge for their basket in 2021, however, donations will be invited and gratefully received.**

#### **464. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2021.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this year. This has helped to enable Council to have a zero increase to the Precept next year 2021/22.

**RESOLVED that the Budget Report to 10 February 2021 be received and noted as presented with no other action required at this time.**

#### **465. OCCASIONAL GRANT & CORONAVIRUS GRANT APPLICATIONS UPDATE**

Committee received an update on the three ring-fenced grants agreed at the last meeting (*Minute #397 2020/21 refers*). Members were pleased to note that Trimley St Mary Parish Council had agreed to match fund the £350 grant for Felixstowe Creative Arts Trust. As such, the Town Council's ringfenced grant award could now be paid.

Members discussed WAM Fest's ring-fenced grant and looked forward to hearing whether the event would be able to be re-arranged for September. As the event had changed from the original application, a new application would be sought but could be fast-tracked via email for a decision.

Members considered two Coronavirus applications that had been received the previous week. Grants were agreed to be awarded on the following basis:

##### **St Philip's Community Hub (via St Mary's Church)**

£725 towards a laptop with IT equipment, desk and privacy partitions to provide safe access to the internet, to enable members of the community to make online applications (benefits/jobs), attend online job interviews, and complete Census returns.

##### **East Anglia's Children's Hospices (EACH)**

£1,000 grant to help provide care for local life-threatened children and their families living in Felixstowe. EACH will be requested to restrict the funds to support families in Felixstowe if possible.

**RESOLVED that the two Coronavirus Grants totalling £1,725 be awarded and approved for payment on the basis of the above schedule.**

#### **466. WOMEN'S TOUR 2021**

Members noted the provisionally rescheduled date of the postponed 2020 Women's Cycling Tour would be Saturday 9 October, subject to there being no restrictions preventing the event from taking place at that time. The Clerk advised that, whilst it was hoped that many of the 'FelixFest' elements planned for 2020 would be able to coincide with Tour, the timing of the event - taking place in the autumn, rather than summer – may limit some of these.

Members were pleased to note that the Women's Tour would be finally coming to Felixstowe this year and sought reassurance that the opportunity to promote the town would be maximised. Committee looked forward to receiving further information in due course.

**RESOLVED that the update on Women's Tour 2021 be noted.**

#### **467. ANNUAL TOWN MEETING/CIVIC AWARDS 2021**

Members considered the report on the Annual Town Meeting and Civic Awards 2021 and NALC guidance on the possible return to face-to-face meetings. It

was agreed that the Civic Awards should be put back to a date later in the year – potentially to coincide with the Women’s Tour weekend in October – to enable an appropriately public event to take place to highlight local community heroes this year.

The Clerk reported that it was still unknown as to whether the Government would extend temporary legislation brought in to enable the holding of virtual meetings, which could affect the Council’s ability to hold its Annual Council Meeting and the Annual Parish Meeting in May. Members agreed that, as discussions with the Government on this matter were ongoing, the decision on the annual meetings should be referred to the next Ordinary Council on 10 March 2021 for consideration.

**RESOLVED that the Civic Awards should be rescheduled to an appropriate date later in the year to enable a public event to take place; and, that arrangements for the Annual Council Meeting and Annual Parish Meeting in May be referred to the next Ordinary Council on 10 March 2021 for consideration.**

#### **468. DIGITAL COMMUNITY DIRECTORY PROJECT**

The Town Clerk provided some background information to the proposed project to provide a digital directory for community groups, which had also gained support from the Felixstowe Peninsula Community Partnership which had pledged £2,000 towards the project. Members considered the principle of hosting this on the Town Council’s website and the cost of doing so from the web-provider. Committee were keen to support the project, which would allow community groups to create and maintain their own profile, including details on events and pin their locations to an online map. It would allow members of the public to find groups and filter by activity type.

Committee agreed to part-fund the project, which was estimated to cost a total of £6,800, by authorising expenditure of £4,000 towards it from the New Community Projects budget. The remaining £800 funding required could be sought via ESC enabling and/or SCC locality funding.

**RESOLVED that the Digital Community Directory project be approved to be hosted on the Town Council website and expenditure of £4,000 to support the project be authorised from the New Community Projects budget. The remaining £800 funding required to be sought via ESC enabling and/or SCC locality funding.**

#### **469. OCCASIONAL GRANTS POLICY**

Committee considered the Occasional Grants Policy. Members discussed whether two rounds for the consideration of grant funding was sufficient. It was noted that staging formal rounds enabled grants to be considered in a structured way, with a view on the total grant funding available, without spending it all – or holding sums back unnecessarily – before the in the year.

The Town Clerk reminded Members that Council had approved an additional provision of £25,000 within a new Community Support Earmarked Reserve and that appropriate Terms of Reference could be approved by Council to allow urgent applications to be assessed during the year by Committee in addition to the regular occasional grants scheme.

**RESOLVED that Occasional Grants Policy for 2021/22 be recommended to Council for adoption as presented with no changes.**

**470. PRESS & MEDIA POLICY**

Committee considered the Council's Press & Media Policy.

**RESOLVED that the Press & Media Policy for 2021/22 be recommended to Council for adoption as presented with no changes.**

**471. CCTV UPDATE**

The Town Clerk provided a verbal update following a recent meeting with Council's CCTV Working Group and officers from East Suffolk Council involved in the emerging 'Smart Towns' project, the South Seafront enhancement project including the new Beach Hut Village and the seafront lighting. Attendees at the meeting had also received information on an ongoing CCTV project taking place in Lowestoft and it was hoped that cross-learning will help inform the project here.

Members discussed how well-designed lighting may be integral to helping reduce anti-social behaviour and provide a safer environment, in conjunction with an up-to-date CCTV system. Members commented on how technology has moved on since the purchase of the existing CCTV system and it was expected that remote monitoring would be. It was noted that the Felixstowe BID will also be an important stakeholder in due course.

It was noted that the new group would meet regularly, and further updates would be brought to Committee in due course. Members were concerned that a local project should not be unnecessarily delayed in the desire to link in with longer-term improvement projects. Committee gave thanks to the CCTV working group for their work on this project.

**RESOLVED that the CCTV update be noted.**

**472. CLOSURE**

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 14 April 2021 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_